How to Navigate Through the Training Manuals Using Acrobat
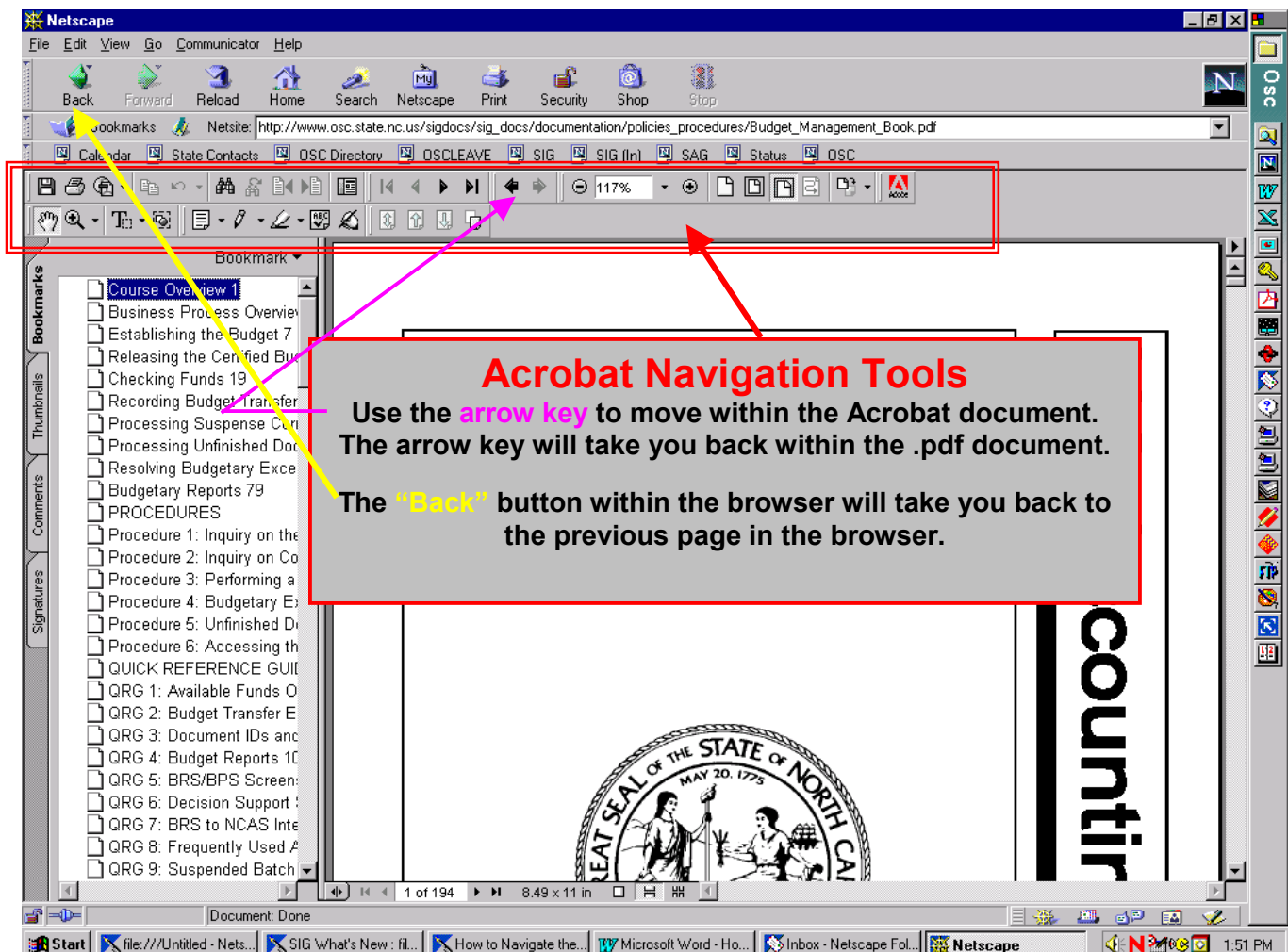
Training manuals are now being placed in the SIG in a .pdf format. This format allows you to view or print an entire manual, the training class materials or the reference (step-by-step) materials.

Go to the Training Manuals page in the SIG:
(http://www.osc.state.nc.us/sigdocs/sig_docs/sigTraining_Manuals.html).
All OSC training manuals are listed with various links below them. If a manual has been revised and is in .pdf format, you will see three (3) links listed under that course title. If you see "system processes" listed, this manual has not been revised and is still in the original web format.

Once you click on a .pdf file to view it, Acrobat reader will open and the file will display on your screen. You will need to use the Acrobat navigation tools to maneuver within the document:

Acrobat Navigation Tools
Use the **arrow key** to move within the Acrobat document.
The arrow key will take you back within the .pdf document.

The **"Back"** button within the browser will take you back to the previous page in the browser.

Use the Acrobat Bookmarks to maneuver within the manual itself:

Clicking on a bookmark link in the bookmark listing will automatically open that page in the manual.
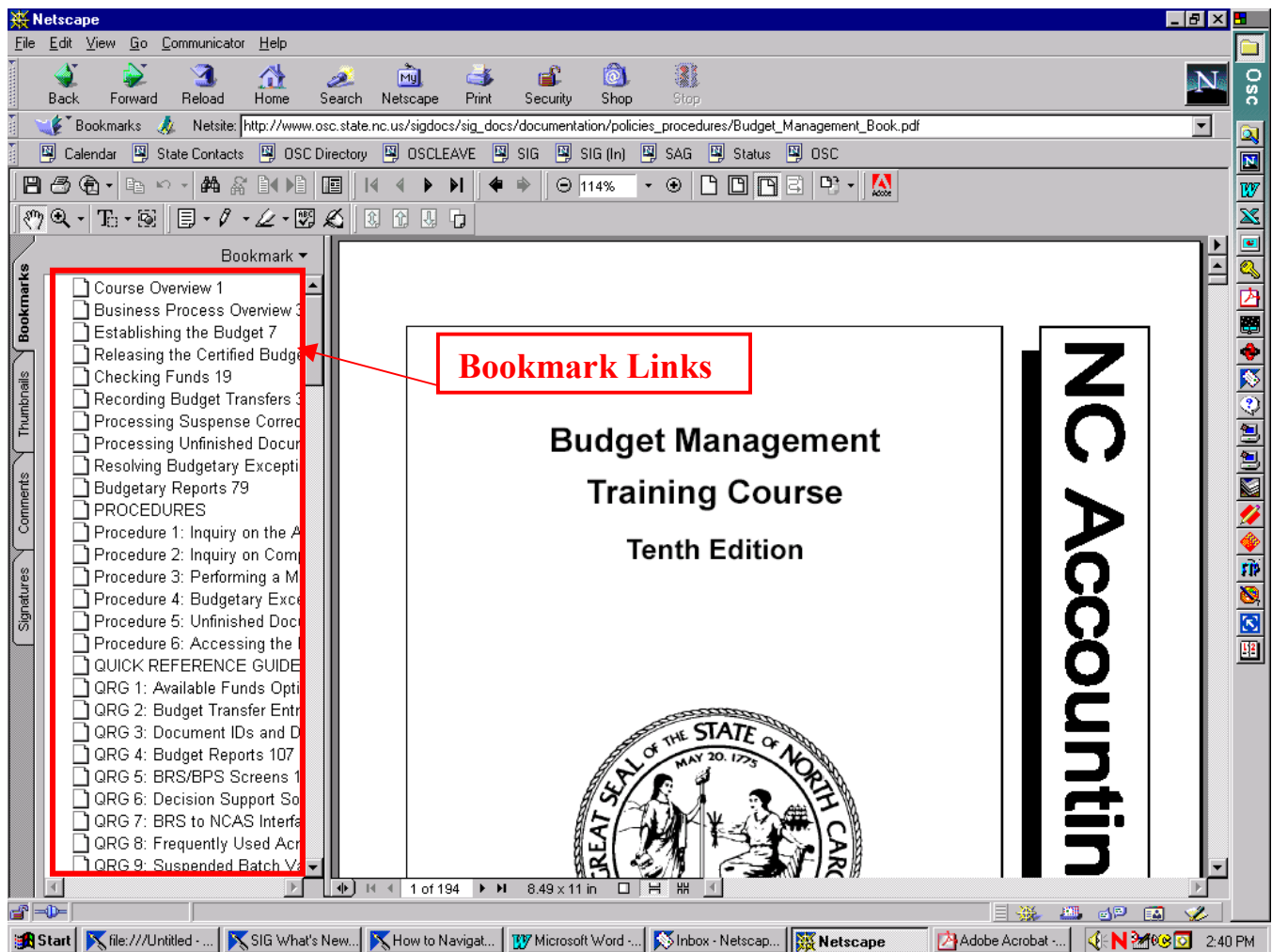
Note:
Due to budgetary constraints, OSC will no longer be providing take home manuals for training classes. We will provide a classroom copy to be used during class. These copies cannot be written in or removed from the training facility.

The manuals will be placed on the SIG for printing purposes before a class. We are listing the manual in two parts for printing. The "Class Materials" link will allow you to print the portion of the manual to be used in class. If you print this portion of the manual and bring it to class with you, you may take notes or highlight it. You may print the Reference Material (former Step-by-Steps) portion when you return to your office, or refer to it online for viewing. This material will be revised online as necessary. A revision date will be located in the footer of the documents.

We apologize for any inconvenience this may cause you, but appreciate your cooperation in the efforts we all have had to take due to budgetary constraints placed on agencies.